



**Affirmative Employment Program Plan for Minorities and Women
FY03 Annual Accomplishment Report**

SECTION IV

**Hispanic Employment Program Plan
FY03 Annual Accomplishment Report and Plan Update**



The Naval Air Systems Command's (NAVAIR) Hispanic Employment Program Plan (HEPP) was signed and implemented on 18 March 2003. The HEPP was developed in accordance with SECNAVINST 12720.8 of 28 August 2002 in accordance with Executive Order 13171, Hispanic Employment in the Federal Government.

This report will present the accomplishments made by designated Action Officer/Organizations on the objectives set in the HEPP, a summary work force analysis, and an update of objectives/action items. Because the HEPP is a subset of the Command's Affirmative Employment Program (AEP), responsibility for reporting requirements lie with the business unit/site EEO Offices. All EEO Offices who service our NAVAIR sites contributed to the accomplishments in this report.

FY03 Work Force Analysis

On 25 August 2003, the EEOC issued Management Directive 715. This directive supersedes Management Directive 714 and Management Directives 712 and 713. MD-714 addressed Affirmative Employment Program requirements for minorities and women. Management Directives (MD) 712 and 713, provided program and reporting direction for Individuals with Disabilities Program. MD-715 reflects recent and significant changes in the law, including recent Supreme Court decisions and provides new guidance on the elements of legally compliant Title VII and Rehabilitation Act programs. Where MD-714 required affirmative efforts to address the underrepresentation of minorities and women (White Males were not included in these efforts), MD-715 is all-inclusive. This new direction requires agencies to take appropriate steps to ensure that all employment decisions are free from discrimination on the bases of race, color, religion, sex, national origin, reprisal or disability and also requires that agencies establish a program of equal employment opportunity for all federal employees and job applicants. NAVAIR's Hispanic Employment Program was based on the guidance provided in MD-714. However, this plan will be updated to reflect the new direction provided in MD-715. Additionally, the EEOC is making other changes to Title VII program requirements:

- Our analysis is currently performed on six occupational categories – Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB). EEOC has expanded these Occupational Category designations from six to fourteen.
- Revised race and national origin categories. The categories currently in use are White, Black, Hispanic, Asian American/Pacific Islander, and Native American/Alaskan Native. We don't know at this time if the designation of Hispanic will be expanded/modified.
- 2000 census data that will reflect the expanded race and national origin categories, as well as the fourteen occupational categories. We are currently required to use 1990 census data until EEOC releases the 2000 census data.

This report consists of three sections:

- Work Force Analysis
 - PATCOB – an acronym for the six occupational categories outlined in MD-714: Professional, Administrative, Technical, Clerical, Other, and Blue Collar.
 - MOC – an acronym for major occupational categories which are defined as (at the Command level) those series with a population of 1,000 or more employees with promotion potential to the higher grades, and whose duties are considered core to the mission of the Command.
 - Most Populous Series – an analysis of series with the highest Hispanic population.
 - Grade Levels – Individual Grades were analyzed in each of the four pay plans represented in the Command: General Schedule, Demonstration Project, Wage Grade, and Senior Executive Service
- A report of the accomplishments on objectives/action items contained in the Command's Hispanic Employment Program Plan for FY03.
- An update of Objectives/Action Items for FY04.

The Command's full-time and part-time permanent Hispanic civilian employees were compared to the National Civilian Labor Force (NCLF) for determination of underrepresentation. If the

percentages identified for Hispanics in any occupational category are equal to or exceed the percentages depicted in the applicable NCLF, parity exists. If the percentages fall short of the numbers depicted in the applicable NCLF, underrepresentation exists. The Command's business units/sites compare themselves to their local Standard Metropolitan Statistical Area (SMSA) for underrepresentation determination.

The focus of the FY03 Hispanic Employment Program Plan was to establish accurate baseline information for future efforts, including: the implementation of training for all with EEO/HEP program responsibilities; the development of tracking and monitoring systems to capture relevant recruitment and career development data; and the completion of a review of the EEO coding of our work force that is currently in Modern DCPDS for accuracy. For the most part, our objectives have been met. However, some objectives will be continued into FY04.

Note: Hispanic work force statistics are depicted in the AEP PATCOB and MOC workforce charts in Appendix A.

A. PATCOB

1. Professional

During FY03, the Command's overall professional population increased by 1.72%. Hispanic's kept pace with or exceeded this overall increase. The population of Hispanic Males increased by 5.93%, and Hispanic Females increased by 3.03%. The four most populous professional series in the Command are:

<u>Series</u>	<u>Command Population</u>	<u>Hispanic Population</u>	<u>Hispanic % Work Force</u>
0855 – Electronics Engineer*	2,333	140	6.0%
0861 – Aerospace Engineer*	1,320	44	3.3%
0830 – Mechanical Engineer	768	32	4.2%
1102 – Contract Specialist	559	22	3.9%

Note: Both the 855 and 861 series qualify as major occupational categories. Therefore, we have addressed these series in the MOC section of this report.

(a) 830 – Mechanical Engineer

The overall population of this series increased by 1.45% during FY03. The representation of both Hispanic Males and Hispanic Females was at parity with the NCLF. Only one site has an underrepresentation of Hispanic Males in this series, but one additional Hispanic Male would bring their representation to parity. The population of Hispanic Females remained the same, but their representation decreased very slightly (.01%) during FY03.

(b) 1102 – Contract Specialist

The overall population of this series decreased by 1.76% in FY03. Hispanic Males are underrepresented in this series overall. Their underrepresentation is considered one of the Command's problem areas. All accessions into this series during FY03 were from DON's Acquisition Intern Program. Participants in this program do not count toward the site's onboard count until they reach the GS-12/DP-3 grade level. There is one Hispanic (male) participant in this program. Hispanic Females are well above parity with the NCLF in this series.

2. Administrative

In FY03, the population in this category increased by .71% when compared to FY02. The population of Hispanic Males increased by 10.29%, which raised their work force representation rate in this category by .20%. The work force representation rate of Hispanic Females fell slightly from 2.30% in FY02 to 2.22% in FY03. While the underrepresentation of Hispanic Males and Females in the Administrative category is not a problem area for the Command, their underrepresentation is a problem area for some of the business units/sites. The underrepresentation of Hispanic Males is a designated problem area at two sites, while Hispanic Females are a problem area at four sites when compared to the applicable SMSA.

3. Technical

Between FY02 and FY03, the population of the Technical category fell by 2.64%. The population of Hispanic Males increased by 2.14%, which raised their work force representation rate in this category by .18%. Hispanic Males are at parity with the Technical NCLF and are designated as a problem area at only one site. The population of Hispanic Females decreased by 6% between FY02 and FY03, as did their representation rate (.08%). Although the underrepresentation of Hispanic Females is not a problem area for the Command, they are a designated problem area at four of the Command's sites when compared to the applicable SMSA.

4. Clerical

During FY03, the Command's Clerical category decreased by 12% compared to FY02. The population in this category has been decreasing for many years due largely to CA studies, MEO's and RIF's. Because Clerical positions are not considered core positions within the Command, and the decrease of personnel is expected to continue, underrepresentations have not been identified for corrective action.

5. Other

Except for a small number of student trainees, the population of this category resided primarily in the Fire Fighter and Police series. Effective 05 October 2003, these functions were realigned out of NAVAIR to the Commander of Naval Installations and DON's Public Works Center.

6. Blue Collar

The population of this category increased during FY03 by 4.58% over FY02. The population of Hispanic Males increased by over 10% during FY03, raising their work force representation rate in this category by .36%. The underrepresentation of Hispanic Males is a problem area at three of the Command's sites (two Depots), however, their representation increased in FY03 at each of those sites. Like most other female groups, Hispanic Females are underrepresented at every site in the Blue Collar category. Both the Command and Navy's AEP has an objective addressing the underrepresentation of females in this category.

B. Major Occupational Categories

The following series were designated as major occupational categories during FY03:

<u>Series Title</u>	<u>Command Population</u>	<u>Hispanic Population</u>	<u>Hispanic % Work Force</u>
0855 Electronics Engineer	2,333	140	1.7%
0861 Aerospace Engineer	1,320	44	3.3%
3806 Sheet Metal Mechanic	1,342	126	9.4%
0856 Electronics Technician	1,086	68	6.3%
0802 Engineering Technician	1,075	51	4.7%
0343 Management/Program Analyst	1,062	32	3.0%
0346 Logistics Management	1,234	59	4.8%

1. 855 – Electronics Engineer

The population of this Professional series increased slightly (.43%) during FY03. The population of Hispanic Males increased at a higher rate – 7.96%; and the representation rate of Hispanic Females increased by 5.88% during FY03. Both protected groups are at parity with the NCLF for this series. There are no underrepresentations for Hispanic Males or Females in any of the Command's business units/sites.

2. 0861 – Aerospace Engineer

The population of this Professional series also experienced an increase (2.18%) during FY03. However, the population of Hispanic Males decreased slightly, which brought their representation rate down .14% to 3.03%. This group is slightly underrepresented in the overall Command but is not considered a problem area. However, their underrepresentation is a problem area at two sites. There was a very slight dip in the representation of Hispanic Females (.01%), however, they remain at parity with the NCLF for this series.

3. 3806 - Sheet Metal Mechanic

The population of this Blue Collar series increased during FY03 by 14.21%. The population of Hispanic Males increased by 30.77%, raising their work force representation rate in this series by 1.12%. This increase brought the representation of Hispanic Males to parity with the NCLF in FY03. There are no problem areas for Hispanic Males in the Command's sites. On the other hand, the underrepresentation of Hispanic Females is a Command problem, as well as a problem for the Command's sites. The underrepresentation of females in this series is being addressed as an objective in the Command's AEP plan.

4. 0856 – Electronics Technician

This Technical series experienced a decrease of 5.23% in its population during FY03. However, the representation of both Hispanic Males and Females increased. Hispanic Males are at parity with the NCLF for this series and have no problem area underrepresentations among the Command's sites. Hispanic Females are underrepresented and considered a problem area for the Command, as well as its sites. The underrepresentation of females in this series is being addressed as an objective in the Command's AEP plan.

5. 0802 – Engineering Technician

During FY03, this Technical series decreased by 2.98% over FY02's population. The representation of both Hispanic Males and Females increased slightly during FY03, however, there was no increase in their population base. Again, Hispanic Males are at parity with the NCLF in this series for the overall Command, but have problem area underrepresentation at one Command site. Hispanic Females are underrepresented and considered a problem area for the Command, as well as most sites. The underrepresentation of females in this series is being addressed as an objective in the Command's AEP plan.

Note: EEOC has authorized the use of alternative, more specific Standard Metropolitan Statistical Area (SMSA) data by sites. Use of alternative SMSA data by NAVAIR's business units/sites for the 856 and 802 series, may change the representation levels of protected groups in the FY04 self assessment. These changes will be taken into account along with the expanded occupational category statistics when we complete our next review.

6. 0346 – Logistics Management Specialist

The population of this series increased by 6.84% during FY03. Both the population and representation rates for Hispanic Males and Females increased, but while Hispanic Males are at parity with the NCLF for this series across the Command, Hispanic Females are underrepresented at most Command sites. The underrepresentation of females in this series is being addressed as an objective in the Command's AEP plan.

7. 0343 – Management/Program Analyst

The population of this series decreased by 3.54% during FY03. While the population of Hispanic Males remained unchanged, their representation rate increased very slightly due to the decrease in the overall series. The underrepresentation of Hispanic Males in this series is a problem area for the overall Command, as well as at three Command sites. Although Hispanic Females are underrepresented in the overall Command, it is not considered a problem area at this time. However, their underrepresentation is a problem area at two Command sites. If the population of Hispanic Females continues to decrease, their underrepresentation may be designated a problem area in our next review.

C. Grade Levels

A grade level analysis was performed on NAVAIR’s four pay plans. They are:

<u>Pay Plan</u>	<u>Command Population</u>	<u>Hispanic Population</u>	<u>Hispanic % Work Force</u>
General Schedule (GS)	14936	715	4.8%
Wage Grade (WG)	7283	499	6.9%
Demonstration Project (DP)	3947	205	5.2%
Senior Executive Service (SES)	44	1	2.3%

Note: Underrepresentation was determined by comparison of the protected groups population in each grade to their on-board population in the corresponding PATCOB or MOC category.

1. GENERAL SCHEDULE (GS)

The analysis of this pay plan included a detailed look at each grade level within the pay plan – **GS 2-15** by PATCOB category and MOC. This report reflects changes in representation of Hispanic Males and Females as compared to FY02.

Note: Hispanic Employment grade statistics are depicted in the AEP Grade Level charts in Appendix B.

A. PATCOB

(1) Professional

Four series were analyzed in this section – GS 855-Electronics Engineer, GS 861-Aerospace Engineer, GS 830-Mechanical Engineer, and GS 1102-Contract Specialist. To follow the same format as the overall Professional narrative, the grade analysis for GS-855 and GS-861 will be presented in the MOC section of this report. Entry-level personnel in most professional series enter into the Command’s Engineering and Science Development Program (ESDP). This program includes structured career planning, on-the-job training, classroom training in

specialized subject areas, rotational assignments, etc. Personnel in this program are in career-ladder positions through the GS-12 grade level. Resultantly, the population of entry-level grades is very fluid, fluctuating from year-to-year depending on the number of personnel who enter the program each year. This fluctuation was apparent in the analyses of professional grades.

(a) 830 Mechanical Engineer

The analysis found that there were no problem areas in the grade level distribution for either Hispanic Males or Females in this series.

(b) 1102 Contract Specialist

The analysis determined that based on the available work force population, there were no problem areas in the grade level distribution for either Hispanic Males or Females in this series.

(2) Administrative

After analysis of Hispanic Males in this category, their representation at all grades through GS-13 is commensurate with their work force representation rate. In fact, their representation at the GS-13 grade level increased .27%. Their representation at the GS-14 grade level is slightly below their work force rate, however, two Hispanic Males at the GS-14 level retired and there were only two GS-14 promotional opportunities in this category during FY03. Hispanic Females are represented equivalent to their work force rate through the GS-12 grade level, however, their representation falls below that rate at the GS-13 grade level. There were only 13 promotions to the GS-13 grade level during FY03.

(3) Technical

The analysis found that there were no problem areas in the grade level distribution for Hispanic Males in this category. However, the majority of Hispanic Females are employed in series that do not progress into the higher grade levels. Due to the small number of Hispanic Females in the Technical work force a meaningful grade analysis cannot be performed.

(4) Clerical

There were no problem areas identified in the distribution of grades for Hispanic Males and Females in this series.

(5) Other

There were no problem areas identified in the distribution of grades for Hispanic Males and Females in this series.

B. Major Occupational Categories

(1) 855 Electronics Engineer

There were no problem areas identified in the distribution of grades for Hispanic Males and Females in this series.

(2) 861 Aerospace Engineer

Hispanic Males are at parity with their work force representation through the GS-12 grade level in this series, but fall below their work force rate at the GS-13 grade level. No Hispanic Males were promoted to the GS-13 and above grades during FY03. Further analysis needs to be performed to determine if a barrier exists to the advancement of Hispanic Males in this series. Although the population of Hispanic Females in this series is extremely small, they are all at the GS-13 and GS-14 grade levels.

(3) 856 Electronics Technician

There were no problem areas identified in the distribution in grades for Hispanic Males in this series. Due to the small number of Hispanic Females in this series, a meaningful analysis cannot be accomplished at this time.

(4) 802 Engineering Technician

There were no problem areas identified in the distribution of grades for Hispanic Males in this series. Due to the small number of Hispanic Females in this series, a meaningful analysis cannot be accomplished at this time.

(5) 343 Management and Program Analyst

There were no problem areas identified in the distribution of grades for Hispanic Males and Females in this series.

(6) 346 Logistics Management Specialist

There were no problem areas identified in the distribution of grades for Hispanic Males in this series. Due to the small number of Hispanic Females in this series, a meaningful analysis cannot be accomplished at this time.

2. WAGE GRADE (WG)

At the WD/WG-9 and above grade levels, Hispanic Males are slightly below their work force representation rates, except for WL/WT/WS positions where they are at parity. However, Hispanic Males were promoted to all WD/WG-9 and above grade levels well above their work force representation rate. The overall reduction in some grade levels between FY02 and FY03

could not be accounted for due to incomplete/inaccurate data. Due to the small number of Hispanic Females in this pay plan, a meaningful analysis cannot be accomplished at this time.

A. Major Occupational Category

(1) 3806 Sheet Metal Mechanic

There were no problems identified in the distribution of grades for Hispanic Males in this series. Promotion data indicate that Hispanic Males were promoted to the WD/WG-11 and 12 grade level. However they are unaccounted for in the overall end of the year grade level distribution statistics due to inaccurate/incomplete data. Due to the small number of Hispanic Females in this series, a meaningful analysis cannot be accomplished at this time.

3. DEMONSTRATION PROJECT PAY PLAN

The Demonstration Project Pay Plan currently involves only a small portion of the Command's work force (15.06%) and is almost entirely confined to one business unit. That activity completed the required analysis of grade levels.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: I. Organization and Resources

PROBLEM STATEMENT: Analysis of the resources assigned to NAVAIR’s Special Emphasis Programs (including the Hispanic Employment Program) revealed that many EEO practitioners have not been adequately trained in their program responsibilities; managers, supervisors, and team leads also have not received appropriate training; and EEO Program (including Special Emphasis Program) information is not adequately communicated to all levels of the organization. Three Objectives have been defined for this element with corresponding Action Items.

OBJECTIVE 1: To ensure that EEO Specialists understand their roles and responsibilities as Special Emphasis Program Managers, including program requirements, implementation strategies, and the role of the SEPs as a subset of the command’s Affirmative Employment Program.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Provide training for NAVAIR EEO Specialists on how to manage Special Emphasis Programs, covering all program components.	Deputy EEO Officers	30 Sep 03
2. Provide training to 7.3 staffs at NAVAIR sites serviced by local consolidated HR Offices on the requirements/components of the Special Emphasis Programs.	Command Deputy EEO Officer	30 Sep 03
3. Ensure that the annual performance plans of NAVAIR EEO practitioners include measurable standards for Special Emphasis Program management where appropriate.	Deputy EEO Officers	30 Sep 03
4. Ensure that EEO Specialists are advised of NAVAIR HEP Plan. Review for appropriate local site Implementation as appropriate.	Deputy EEO Officers	30 Sep 03

ACCOMPLISHMENTS

Action Item 1:

- The Command Deputy Equal Employment Opportunity Officer (CDEEEO) chairs monthly Deputy Enterprise Team (DET) Video Teleconference (VTC) meetings attended by all the Command's DEEEOs. The purpose of the DET meetings is to discuss and share best practices among the business units/sites regarding all protected groups including Hispanics, to present national policy and direction, and to provide training on new and emerging programs.
- Training for EEO Specialists on how to manage Special Emphasis Programs was delivered at some of the Command's sites during FY03. We will follow up during FY04 to ensure that all sites provide Training for their EEO Specialists on how to manage Special Emphasis Programs, covering all program components. Training provided during FY03 included:
 - Training on how to perform a comprehensive analysis of promotions was presented at the October 2003 by the Command AEP Manager (CAEPM) to the DET, which will impact all protected groups including Hispanics.
 - The CAEPM worked one-on-one with various EEO personnel including SEPMs in developing their business unit/site's AEP plans, annual reports and special emphasis programs.
 - Training for site SEPMs included: the Defense Equal Opportunity Management Institute's Affirmative Employment and Special Emphasis training, General Services Administration's Special Emphasis Training, received on-the-job training given by train-the-trainer personnel and DEEEO's, and attended workshops at EEOC's Excel Conference and the Federal Dispute Resolution Conference.

Action Item 2:

- Training for 7.3 staffs at NAVAIR sites serviced by local consolidated HR offices on the requirements/components of the Special Emphasis Programs was not provided during FY03. However, it is under development and deployment is expected late in FY04.

Action Item 3:

- Some site DEEEO's have included measurable standards for Special Emphasis Program Managers in their annual performance plans.

Action Item 4:

- All NAVAIR site EEO Specialists were advised of the HEP Plan. Local site implementation was reported to the Command EEO Office in the site's FY03 HEP accomplishment report.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: I. Organization and Resources (continued)

OBJECTIVE 2: To ensure that managers, supervisors, and team leads receive the training necessary to fully understand their required EEO/AEP responsibilities as they make decisions that impact the work force.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Provide EEO training annually for all managers, supervisors, and team leads that outlines their EEO roles and responsibilities, specifically AEP/SEP efforts.	Deputy EEO Officer Business Unit/ servicing EEO Office	30 Sep 03
2. Ensure annual EEO training includes NAVAIR HEP Plan and specific site applicability.	Deputy EEO Officer	30 Sep 03

ACCOMPLISHMENTS

Action Item 1:

- The Command EEO Team is working with the Career Development Office to develop a comprehensive training program for supervisors and managers that incorporates EEO into all aspects of their training plans. A supervisory developmental continuum is being developed for all stages of a supervisor’s career: new supervisory training, supervisory refresher training, and web-based “hot topic” training (e.g., this happened – what do I do?). A tracking system to measure a supervisor’s progress against the continuum is under development. Job aids are being developed on topics such as:
 - Language Issues
 - Accent Modification Course for non-native English speaking employees
 - Special Needs Accommodations
 - Reasonable accommodations - supervisor’s roles and responsibilities
 - Employee issues concerning diversity
 - Non-Selection
 - Reprisal

- DON requires all supervisors to receive eight hours of EEO related training annually. Training included:
 - New supervisors attended the Human Resources Management Workshop within their first year of appointment. The EEO segment included AEP overview, discrimination complaints processes, alternative dispute resolution program, prevention of sexual harassment and reasonable accommodation.
 - New EEO training for supervisors was established in FY03 that included: EEO program components, AEP program elements, barrier analysis, various Special Emphasis Program committees, supervisors role in the informal/formal complaints process, accessibility studies, supervisors roles and responsibilities to the EEO program, provided handouts on Supervisor's Role and Responsibilities in EEO Programs, EEO Checklists, Training Checklists (to ensure accommodations for individuals with disabilities have been considered),etc.
 - Annual EEO refresher training is provided to all supervisors that includes: AEP Plan accomplishments summary, areas of underrepresentation, Hispanic Employment Program, Reasonable Accommodations, Prevention of Sexual harassment, Alternative Dispute Resolution Program and supervisor's roles and responsibilities to EEO.
 - Deputy EEO Officers meet with all senior managers to discuss all aspects of the EEO Program. Briefings to senior managers in the organization this fiscal year included information on AEP Plan accomplishments, areas of underrepresentation, performing more in-depth barrier analyses, DON's AEP multi-year plan, NAVAIR's Hispanic Employment Program plan, and complaint activity.
 - Workshops for supervisors/managers on how to ensure fairness to all members of the workforce.
 - Training on the roles of Special Emphasis Committees and Advisory Boards at the site level.
- The training component in NAVAIR's integrated business software (SAP) will be able to track completion of this training requirement.

Action Item 2:

- The CDEEOO and Site DEEOOs briefed senior management, competency heads, career development offices, and human resource personnel on NAVAIR's HEP Plan. The HEP Plan has been posted to most sites' EEO and/or corporate web sites.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: I. Organization and Resources (continued)

OBJECTIVE 3: To improve the awareness/knowledge of all NAVAIR employees of their EEO roles and responsibilities through enhanced lines of communication at all levels in the organization.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Establish a formal method of communication of EEO information throughout the command.	Command EEO Staff, Deputy EEO Officers, Business Units/ Servicing EEO Offices	30 Sep 03
2. Develop standardized EEO briefing templates for management officials appropriate to the site/level in the command. One team, one message.	Command EEO Staff, Deputy EEO Officers, Business Units/ Servicing EEO Offices	30 Sep 03
3. Develop and implement a plan to market the EEO Program - what it is/how it works – to the command work force.	Command EEO Staff, Deputy EEO Officers, Business Units/ Servicing EEO Offices with assistance of HEP Enterprise Team.	30 Sep 30

ACCOMPLISHMENTS

Action Item 1:

- Examples of formal methods of communication throughout the Command include:
 - Scheduling regular briefings for senior level managers on EEO program status, including the HEP plan.
 - Updated EEO posters outlining EEO processes and point of contact for EEO complaints are posted in all facilities.
 - Various brochures were developed and disseminated to the work force on topics that included the discrimination complaints process, alternative dispute resolution process, and accommodation procedures.

- Handouts outlining supervisor's roles and responsibilities in EEO programs.
 - Site newspapers, newsletters, web sites, and department bulletin boards
 - The business units/sites recognize all SEP special observances through a variety of events. In FY03 Hispanic Employment month events included:
 - Partnership with the Hispanic American Association to present their annual program/luncheon
 - Posted articles on Hispanic heritage
 - A workshop was presented on mentoring employees that use English as a second language
 - Static displays throughout facilities highlighting Hispanic achievements
 - Brown Bag Lunch and Learns
 - Resume writing workshops
 - Business unit/sites utilize their corporate/EEO web site/electronic bulletin boards to post EEO initiatives and information.
- The Command EEO Team is working with NAVAIR's Career Development Office in the development of job aids for on topics such as:
 - Language Issues
 - Accent Modification Course for non-native English speaking employees
 - Special Needs Accommodations
 - Reasonable accommodations - supervisor's roles and responsibilities
 - Employee issues concerning diversity
 - Non-Selection
 - Reprisal
 - What should a supervisor or manager do to ensure fairness to all members of the workforce
 - General 'feedback' training – “ how to give feedback”

Action Item 2:

- Standardized EEO briefing templates are under development and will be deployed during FY04.

Action Item 3:

- In addition to the dissemination of information listed under Action Item 1, the Command EEO Team is working with NAVAIR's Public Affairs Office to develop marketing strategies for EEO to be deployed across the Command in FY04.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: II. Work Force

PROBLEM STATEMENT: We are anticipating dramatic changes in the composition/profile of the nation’s work force with the release of new civilian labor force data compiled from the 2000 census (due out Fall 2003), particularly in the Hispanic population. These changes will necessitate a new analysis of NAVAIR’s work force to update all of our areas of under-representation and establish new corrective actions where needed. It is critical that the work force profile data we use in our comparative analysis is accurate. This information is captured at the Regional Service Centers and there is no process in place to verify what is captured. There have been several indications from the Command and site EEO offices that this information is not accurate and needs review/validation to present a true picture of the NAVAIR work force. There is also no ongoing process in place to capture changing disability information.

OBJECTIVE: To ensure that NAVAIR work force EEO profile data is accurate.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Develop and implement process to review current profile data across the command and report changes to appropriate HRSC’s for input to Modern DCPDS.	Deputy EEO Officers Enterprise Team	30 Sep 03
2. Develop process that periodically updates and validates profile data, and submits changes to HRSCs.	Deputy EEO Officers Enterprise Team	30 Sep 03

ACCOMPLISHMENTS

- Some business units/sites do not have access to work force profile data. Don is in the process of developing an automated tool called eVersity, which will provide all DON activities with up-to-date data directly from the Modern Defense Personnel Civilian Data System. Additionally, the 2000 census data was not released during FY03 so progress on this item has been limited.
- The Command’s business units/sites are working with their servicing HRSC to verify EEO profile data. Some business units/sites have requested a full resurvey of their population for

both, race and national origin and identification of disabilities. This project has been completed at some sites. However, the response rate has been low.

- The CAEPM and other EEO personnel work continuously to ensure that the most accurate data available is used for analysis. This includes manually correcting data when required.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: III. Discrimination Complaints

PROBLEM STATEMENT: The NAVAIR Command EEO Office currently requires all business units/sites to submit quarterly complaints reports. The Command Complaints Manager uses this information to monitor complaint activity looking for trends/problems across the command. This process has been working effectively and there is no indication that additional action is needed. No objective is set for this element.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: A number of issues/problems were identified during the analysis of targeted recruitment efforts across the command. As this is a one-year plan, items selected for action should be those that can be accomplished within the year. Therefore, first on the list in this element is the need for tracking and monitoring systems that will provide accurate information as to the effectiveness of the recruitment sources in providing sufficient, diversified and qualified applicant pools, as well as data on who is actually being selected from those pools. It is difficult to determine what resources are/are not working, who we are/are not hiring without metrics. Some progress has been made across the command in this regard in professional recruitment. However, the same efforts need to be made for the other occupational categories where we have more significant areas of under-representation, particularly Hispanic.

OBJECTIVE: To develop recruitment tracking/monitoring systems for all occupational categories.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Develop and implement tracking systems for all occupational categories that includes applicant pool and selection data.	Site HRO/EEO	30 Sep 03
2. Develop pipeline for all occupational categories by marketing entry-level recruitment tools such as: Career Intern Program, SEEP, Schedule A, Worker Trainee Program, Apprentice Program, etc.	HR Offices	30 Sep 03

ACCOMPLISHMENTS

Action Item 1:

- The vast majority of applicants to DON positions are required to use the Resumix automated application process. The race/national origin self-identification form and the self-identification of disability form are optional screens in this application process. However, a program that allows reports of applicant self-identification to be run from this system is

currently not available for our use. This has been brought to DON's attention and they are working on a remedy. The Command's business units/sites currently only have access to race/national origin, sex, and disability data for current employees. The business units/sites are all tracking application processes to some extent using internal methods. However, except for entry-level professional recruitment applicants, there is no access to race/national origin, sex, and disability data. A comprehensive analysis cannot be performed until we can look at the whole picture.

- The Command's Entry-Level Professional Recruitment Team developed a web-based automated application process that includes a request for voluntary designation of applicant's race/national origin and sex data. In the past, sites have sent the voluntary forms to applicants by mail/email. These attempts have increased the response rate, however, not enough for a meaningful analysis. The new web-based application process is expected to provide a higher response rate, as well as a complete picture of the application process. FY04 reports will include an analysis of applicant pool data.

Action Item 2:

- The Command's Depots actively utilize Apprentice Programs, Worker Trainee Programs, and other entry-level employment programs to bring new personnel into artisan positions. One program provides career opportunities and consists of academic and on-the-job training, paid tuition, cost of books, tools and fees. Apprentices receive regular pay raises (every six months). Upon graduation they are converted to the journey level and are awarded an Associate of Science Degree. Further analysis needs to be performed to see if these programs have had any impact on the representation of protected groups including Hispanics.
- All of the Command's business units/sites utilize the Acquisition Intern Program and participate in entry-level college recruitment for recruitment and hiring of professional personnel. Analysis of hires made from these programs during FY03 show that Hispanics came into the Command's work force at rates equivalent to their CLF representation rates. Some site's hired so few interns that a meaningful analysis is not possible.
- Most Administrative and Technical positions are hired above the entry-level in the Command. Further analysis needs to be performed in this area to ascertain what hiring options are being utilized and how managers can utilize additional recruitment tools in shaping their work force.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: V. Employee Development Programs

PROBLEM STATEMENT: A process is currently under development as part of ERP implementation that will outline skill levels and competencies for each position in the command as well as the skills and training of each command employee. To ensure that training opportunities are available to employees at all grade levels and in all occupational areas without regard to minority status and sex, we need to develop interim tracking process that delineates not only who is selected but who was in the applicant pool. This is particularly important for our long-term training opportunities that determine careers.

OBJECTIVE: To track and monitor applicants and those selected for long-term and career development programs.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Develop and implement a process to track and monitor applicants and those selected for long-term/career development programs.	Training Offices/EEO Offices at Business Units/Sites	30 Sep 03
2. Initiate process for developing standard selection criteria for developmental programs for application across all NAVAIR sites.	Career Development Office	30 Sep 03
3. Develop standard process for ensuring broadest dissemination of training opportunities.	Training Offices	30 Sep 03

ACCOMPLISHMENTS

Action Item 1:

- New processes established by the Command's Career Development Office (CDO) and the Command's EEO Office track the race and national origin, sex, disability, and age metrics for all personnel applying to the Command's long-term training and career development programs. The process was established during FY03 and will be implemented during the first call for applicants in FY04.

Action Item 2:

- The Command's Career Development Office (CDO) developed a centralized application and selection process for long term training programs e.g., Senior Executive Management Development Program (SEMDP), Defense Leadership and Management Program (DLAMP), etc. All applications for these programs are now forwarded to the CDO's Long Term Training Program Manager. Applications are divided into three areas: Technical Operations, Program Management, and Business Operations, based on the type of work the applicants actually perform. Three panels comprised of senior managers rate each applicant based on standardized criteria. After ratings have been completed, all applications are returned to the Long Term Training Program Manager. The Program Manager takes all the ratings and ranks the applicants in order. A Command panel made up of the three chairs of the rating panels and the CDO Director and Long Term Training Program Manager will meet and provide their recommendations to the selecting official.

Action Item 3:

- The Command's Career Development Office sends all-hands emails to all Command personnel to advertise developmental programs under their cognizance e.g. long term training, SEMDP, DLAMP, etc. The CDO coordinates with site Career Development/Training personnel for formal presentation of developmental programs as well as answering questions and providing guidance to personnel interested in applying to these programs.
- Means of advertising site specific training opportunities include:
 - Posting on Employee Development/Training web sites.
 - All-hands email
 - Pop-up messages on employees computers as they're powered up
 - Posting opportunities on bulletin boards
 - One site has an on-line training survey that allows employees input into future training offerings
 - Training newsletters
 - Competency Training Coordinators

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: VI. Promotions

PROBLEM STATEMENT: Further analysis is required to determine if there are existing barriers to full utilization of employees' skills and training. This is presently being conducted at some, but not all levels/sites in the command.

OBJECTIVE: To ensure that promotional opportunities are available to employees at all grade levels and in all occupational areas, regardless of minority status and sex.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Conduct annual in-depth studies of promotions – including accretions, merit promotion, career ladder to ensure appropriate representation of all protected groups. Use previous grade as applicant pool.	Deputy EEO Officers, Business Units/ servicing EEO Offices	30 Sep 03

ACCOMPLISHMENTS

- The Command's business units/sites did not receive the requirement for a more in-depth analysis until the end of the 3rd quarter of FY03. Additionally, NAVAIR's business units/sites receive their employment data from their servicing Human Resource Service Centers (HRSC). The HRSC's were not able to supply data to the majority of our business units/sites after the end of the fiscal year due to the realignment of all the HRSCs computer servers that took place at that time. Some sites that were able to get data, found the data to be incomplete and/or inaccurate. These issues are being resolved and we expect to report on this objective in FY04.
- For the Command as a whole, there were few areas of underrepresentation in this program element. The majority of protected groups were promoted at rates commensurate with their work force representation rates.
 - There were no problem areas in the promotion rate for Hispanic Males and Females.
 - In the Administrative category, the promotion rates for Asian American/Pacific Islander Males were below their work force representation for two of the past three years.
 - In professional series 830, 855, and 861, Asian American/Pacific Islander Males were promoted below their work force representation rate for the past three years.

- One possible barrier identified by the business units/sites for low promotion levels by is that a language barrier exists for Asian American/Pacific Islanders. In the last two years, sites have addressed this problem by developing courses in concert with local higher-educational establishments. Supervisors have given the courses excellent reviews and reported much improvement in their employees' language proficiency. We will continue to monitor the advancement of Asian American/Pacific Islander Males into the higher grade levels to ensure their continued advancement and that no artificial barriers exist.

**NAVAL AIR SYSTEMS COMMAND
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FY 03

PROGRAM ELEMENT: VII. Separations

PROBLEM STATEMENT: People leave the command for a variety of reasons, some voluntary, some not. AEP managers, as part of their program responsibilities, review the involuntary separations to ensure that they are conducted fairly in a non-discriminatory manner. Information on voluntary separations has been made available through the recently implemented command-wide Exit Survey. However, because use of this tool is voluntary, feedback is sporadic. We need to establish a process to increase use of the Exit Survey across the command to capture problems/disparate treatment that is identified as reasons for leaving and take corrective action.

OBJECTIVE: To make effective use of valuable information from Exit Surveys.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Develop and implement a standard procedure that facilitates the use of the Exit Survey.	Business Unit/Site EEO/HR Offices	30 Sep 03
2. Determine proper course of action for periodically reviewing and addressing Exit Survey results.	AIR-7.3.1/7.3.4	30 Sep 03

ACCOMPLISHMENTS

- NAVAIR utilizes an automated exit survey Command-wide. The Exit Interview is voluntary, however, employees are strongly urged to utilize it. The NAVAIR Exit Interview Questionnaire solicits information pertaining to employee’s work, people they interact with at work, their supervisor, career development and advancement, compensation and benefits, organizational direction, and resources and location. Three to eight questions are asked in each of the above-mentioned sections. The questionnaire also solicits information as to the important factors for leaving: what are the employee’s future plans; is the employee accepting other employment within the federal government; are they leaving for promotional opportunities; if the employee is accepting employment in private industry, what effects will that have on their pay; what could have been done to retain the employee; and demographic information. The questionnaire also provides space for additional comments. Employees at all business units/sites have access to the survey; however, the participation rate is low at the

majority of the Command's business units/sites. Additionally, the database does not allow for isolated searches based on gender, race, or ethnicity.

Action Item 2:

- Some business/unites sites addressed exit survey results in their end of the year report.
- A working group is being established in FY04 to devise a plan of action to increase the versatility of report queries and how we can increase utilization of this tool by separating employees.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 03

PROGRAM ELEMENT: VIII. Program Evaluation

PROBLEM STATEMENT: No new reporting requirements were established for this HEP. Efforts and accomplishments are to be reported in the Annual AEP Accomplishment Report and in the HR Assessment. However, to monitor effectiveness of and compliance with the command-wide HEP objectives, the HEP Enterprise Team will perform an annual review of program progress and determine next steps.

OBJECTIVE: To establish annual process for HEP objective review and update.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Incorporate command HEP objectives into annual AEP Accomplishment Report and HR Assessment and report Progress and successes.	Command/site EEO and HR Offices	30 Sep 03
2. Review command reported HEP accomplishments annually and determine next command-wide objectives.	HEP Enterprise Team	30 Sep 03

ACCOMPLISHMENTS

Action Item 1:

- o All business units/sites included HEP objectives in their annual reports.
- o In January 2000, DON issued an Assessment Guide for Human Resources Offices and an annual reporting requirement was established. This process focused on a self-assessment approach targeting compliance with law, effectiveness and efficiency of support to serviced organizations and the satisfaction of the service received. In FY03, NAVAIR developed a common approach to the self-assessment requirement for all its business units/sites. In the EEO Program area, the following measurement standards were developed: metrics measuring timeliness, a checklist for program compliance, and point of sale surveys. The NAVAIR standardized self-assessment process will be deployed for the next reporting period.

Action Item 2:

- NAVAIR's Hispanic Employment Program Enterprise team will meet in February 2004 to review FY03 accomplishments and develop initiatives for FY04.

**NAVAL AIR SYSTEMS COMMAND
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NOTEWORTHY ACCOMPLISHMENTS

- The Command's Career Development Office (CDO) developed a centralized application and selection process for long term training programs e.g., Senior Executive Management Development Program (SEMDP), Defense Leadership and Management Program (DLAMP), etc. All applications for these programs are now forwarded to the CDO's Long Term Training Program Manager. Applications are divided into three areas: Technical Operations, Program Management, and Business Operations, based on the type of work the applicants actually perform. Three panels comprised of senior managers rate each applicant based on standardized criteria. After ratings have been completed, all applications are returned to the Long Term Training Program Manager. The Program Manager takes all the ratings and ranks the applicants in order. A Command panel made up of the three chairs of the rating panels and the CDO Director and Long Term Training Program Manager will meet and provide their recommendations to the selecting official.
- In FY03, NAVAIR developed a common approach to the self-assessment requirement for all its business units/sites. In the EEO Program area, the following measurement standards were developed: metrics measuring timeliness, a checklist for program compliance, and point of sale surveys. The NAVAIR standardized self-assessment process was deployed for the FY04 reporting period.
- NAWCWD was awarded the 2003 Nathaniel Stinson Equal Employment Opportunity Award in the category of Large Activities – Achievement. The purpose of this award is to identify, recognize, and publicize the achievements of commands, activities, and individuals in the Department of the Navy who have developed and implemented human resources programs that have achieved measurable results with efforts to recruit and maintain a professional work force that is inclusive and supportive of diversity.
- The Command's Entry-level Professional Recruitment Team added a recruitment brochure in Spanish and one in Braille.
- The Command's Entry-level Professional Recruitment Team is a corporate sponsor of the SHPE and has placed hard-copy/electronic advertisement in their publication.
- 34% of colleges and universities on the Command's entry-level recruitment schedule for scientists and engineers are HACU member institutions. 15% of the schools have a student population that is at least 25% Hispanic and 19% of the schools have a student population that is at least 10% Hispanic.
- NAWCWD and the Ventura County Chapter of the SHPE co-hosted the 5th annual Engineering Symposium. The main focus of the symposium is to encourage students to stay

in school and to continue their education with an emphasis on science and engineering disciplines. The agenda included a panel presentation and tours of NAWCWD laboratory facilities. Local high school and junior colleges from two counties (Ventura and Santa Barbara) participated in the symposium. Approximately 120 students attended.

- The NAWCWD HEP committee sponsored two essay contests for junior high and high school students in celebration of Cinco de Mayo and Hispanic Heritage Month.
- NAWCWD co-sponsors the School Visitation Program with the Ventura County Chapter of the SHPE. This program focuses on providing junior high and high school students with an awareness of various occupations and career options available to them, college scholarship and grant information, an opportunity to connect with successful role models from a wide demographic background and occupational fields, emphasize the importance of staying in school, and to promote the U.S. Navy as their employer of choice.
- NAWC TSD is a Member of the Minority Engineering Programs Industry Advisory Council (MEPIAC) for the University of Central Florida (UCF) Engineering school and a member of the American Student Association, University of Central Florida, which is the strongest Hispanic organization at UCF.
- NAWC TSD EEO office coordinated targeted recruitment efforts for NAVAIR with DON's Atlantic Fleet Weapons Training Facility, Roosevelt Roads, Puerto Rico, which closed on 30 September 2003, and U.S Naval Station, Roosevelt Roads, which is scheduled for closure 31 March 2004. The population of both facilities is predominantly Hispanic. These recruitment efforts resulted in the placement of three personnel at TSD Orlando.
- NAWCAD sponsored a "Diversity is Our Strength" poster contest. Elementary and Middle School children were invited to design original posters depicting the contest theme. Over 100 children entered posters. The thirteen preliminary winners were invited to and honored at NAWCAD's fall EEO Diversity Luncheon.
- NAWCAD has a partnership with the Hispanic American Association and participates in joint celebrations.
- The NAVAIR Depot North Island surrounding community has a large Hispanic population. Community outreach efforts include:
 - At NAVAIR Depot North Island, Acquisition Interns participate in diversity outreach programs for engineers and scientists as part of their developmental program.
 - Hancock Science Enrichment Program: the Partnerships in Education Office awarded NAVAIR Depot North Island the 13-year plaque at the Sea World Nautilus Pavilion.
 - The Depot joined the San Diego Science Alliance, an alliance of all of San Diego's science related endeavors. The Depot will be included on the Alliance's web page (sdsa.org) in the future.
 - Participate in FIRST (For Inspiration to Recognize Science and Technology) Robotic competition. This was NAVAIR North Island's second year as a sponsor providing Mount Miguel High School with three engineering mentors. The mentors worked with

the students on a daily basis to assist them in building a Robot. The robots are then entered in a regional and national competition sponsored by Dean Kamen FIRST program

- Apprenticeship program: Provides career opportunities and consists of academic and on-the-job training, paid tuition, cost of books, tools and fees, and regular pay raises (every six months). Upon graduation they are converted to the journey level and receive an Associate of Science Degree.
 - The Hancock Science Enrichment Program (HSEP) is the premier partnership of NAVAIR Depot North Island. It is a partnership with Joy Bright Hancock Elementary School and the NADEP, which makes “Science Come Alive” through hands-on, minds-on experiments. The goals of this program are to service the needs of youth by introducing and encouraging scientific studies and careers in young students and broadening the overall national technical competence for future generations. The seven-year-old program enlists the talents of volunteer engineers, scientists and technologists from the Naval Aviation Depot, North Island to develop the students’ critical thinking, while providing career connections to science and engineering. Fourteen times a year, this program provides a practical, interactive view of science while promoting the Navy values of honor, courage and commitment by encouraging teamwork, heightening students’ curiosity, forging them to “push the envelope” through utilization of their talents and ingenuity in stretching their mental competency. The HSEP has 100 on-site and off-site government volunteers and 19 prepared stand-alone presentations. The program has earned a variety of accolades throughout its short life e.g., San Diego Partnerships in Education Awards and the Outstanding Elementary School Partnership.
 - NAVAIR Depot North Island participates in MESA (Math Engineering Science Achievement) program, which is a partnership between three colleges: Cuyamaca, Southwestern and City College) and the Joint Industry Advisory Board (JIAB) to help college students bridge the gap. Professional Development - Spring company tours, Excellence Funding - Soliciting industry sponsorship for MESA events. Sponsorship of MESA students to participate in national conferences, Strengths Quest is a revolutionary program from The Gallup Organization that focuses students on strengths rather than weaknesses.
- The NAVAIR Depot Jacksonville’s community outreach efforts include:
- NAVAIR Depot Jacksonville Machinist apprentice program has 12 apprentices, two of which are Hispanic. All apprentices have reached the educational, formal training, and on-the-job training standards set by the Department of Labor and NAVAIR Depot Jacksonville.
 - NAVAIR Depot Jacksonville utilizes the SCEP program. The Depot’s partnership with Florida Community College, the University of North Florida (Clay County), and Bradford County High Schools has been a most successful initiative for the Depot.
 - NAVAIR Depot Jacksonville’s EEO Advisory Committee is heavily involved in community organizations. The EEO Advisory Committee and Multi-Cultural Awareness Committee coordinate SEP functions for the Depot.
 - NAVAIR Depot Jacksonville eliminated the underrepresentation of Hispanic Males in the Administrative Occupational Category. Additionally, the Depot has increased the

representation of Hispanics in the Professional, Administrative, Clerical, and Blue Collar occupational categories.

- NAVAIR Depot Jacksonville developed and presented Resumix/Chart training sessions in Spanish and published the Resumix/Chart application process in “Echo Latino” (local Hispanic newspaper).
- NAVAIR Depot Jacksonville includes the following organizations in its targeted recruitment efforts:
 - First Coast Hispanic Chamber of Commerce
 - Transition Assistance Program Coordinator
 - Veterans Administration
 - Vocational Rehabilitation and Assisted Living Centers
 - American Red Cross and Safe Haven

FY 04
Hispanic Employment Program
Plan Update

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: I. Organization and Resources

PROBLEM STATEMENT: Some NAVAIR business units do not have sufficient resources allocated to the Special Emphasis Programs (SEP) and/or do not have sufficient funds to provide basic and/or advanced training to assigned SEP Managers. Review of NAVAIR business unit FY-03 Accomplishment Reports indicate a continuing need to provide supervisors/managers training on their EEO/AEP responsibilities. EEO Program information is not adequately communicated to all levels of the organization.

OBJECTIVE 1: Explore feasibility of developing in-house SEP training and assigning SEP responsibilities to depot 7.3 staff.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Develop in-house EEO/AEP/SEP training.	CDEEEO/DEEEOs	30 SEP 04
2. Explore feasibility of assigning EEO/AEP responsibility to depot 7.3 staff.	Director, Human Resources/ CDEEEO	30 SEP 04
3. Develop a listing of recommended training for EEO Specialists.	CDEEEO/DEEEOs	30 SEP 04
4. Explore advertising local business unit/site training opportunities to other business unit/sites.	CDEEEO/DEEEOs CDO/Site Employee Development Offices	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: I. Organization and Resources (continued)

OBJECTIVE 2: To ensure that managers, supervisors, and team leads receive the training necessary to fully understand their required EEO/AEP responsibilities as they make decisions that impact the work force.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Provide EEO training annually for all managers, supervisors, and team leads (to include IPTs) that outlines their EEO roles and responsibilities, specifically AEP/SEP efforts.	CDEEOO/DEEOOs CDO/Site Employee Development Offices	30 SEP 04
2. Ensure annual EEO training includes NAVAIR HEP Plan FY-04 Update.	CDEEOO/DEEOOs	30 SEP 04
3. Ensure that NAVAIR business units provide EEO supervisory training information to CAEPM in annual HEP Accomplishment Reports.	DEEOOs	30 SEP 04
4. Develop performance measurement standard defining the fully successful level for mandatory EEO element for supervisors/managers.	CDEEOO/HRO	30 SEP 04
5. Explore feasibility of expanding local accent modification courses Command-wide.	CDEEOO/DEEOOs CDO	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: I. Organization and Resources (continued)

OBJECTIVE 3: To improve the awareness/knowledge of all NAVAIR employees of their EEO roles and responsibilities through enhanced lines of communication at all levels in the organization.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Establish a formal method of communication of EEO information throughout the command.	CDEEEO	30 SEP 04
2. Develop standardized EEO briefing templates for management officials appropriate to the site/level in the command. One team, one message.	CDEEEO/DEEEOs	30 SEP 04
3. Develop and implement a plan to market the EEO Program - what it is/how it works – to the command’s work force.	CDEEEO/PAO	30 SEP 04
4. Explore the use of internal marketing tools to publicize EEO Programs.	CDEEEO/HRO	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: II. Work Force

PROBLEM STATEMENT: We are anticipating dramatic changes in the composition/profile of the nation's work force with the release of new civilian labor force data compiled from the 2000 census (release date unknown), particularly in the Hispanic population. These changes will necessitate a new analysis of NAVAIR's work force to update all of our areas of under-representation and establish new corrective actions where needed.

OBJECTIVE: To ensure that NAVAIR business units continue to monitor, perform appropriate analyses, and follow up with corrective action, as appropriate, until the 2000 census data is released.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
Business units/sites will continue to track, monitor, perform appropriate analysis, and report progress at least annually until 2000 census data is released.	CDEEOO/DEEOOs	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: III. Discrimination Complaints

PROBLEM STATEMENT: The NAVAIR Command EEO Office currently requires all business units/sites to submit quarterly complaints reports. The Command Complaints Manager uses this information to monitor complaint activity looking for trends/problems across the command. A review of the FY-03 Discrimination Complaint reports submitted by all NAVAIR sites indicate that there continues to be no problems that are applicable to this plan.

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: NAVAIR Business Unit EEO Offices do not track what appointing authorities are used to hire employees or their effectiveness in meeting AEP objectives at their respective sites.

OBJECTIVE: To develop recruitment tracking/monitoring systems to determine hiring authorities used for each ATCOB category so that appropriate barrier analysis can be accomplished.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Develop and implement tracking systems for identifying hiring authorities used in each PATCOB category.	Site HRO/DEEOOs	30 SEP 04
2. Market employment opportunities to personnel leaving military service (TAP program, etc.).	DEEOOs	30 SEP 04
3. Maximize the use of outreach programs for high school/college students for the purpose of developing an applicant pool/pipeline for student hiring authorities (e.g. apprentice programs, SEEP, SCEP, interns, etc.) in all PATCOB categories.	DEEOOs/HROs	30 SEP 04
4. Perform annual analysis of applicant pool/selections into the ESDP program and disseminate to each site.	CDEEOO/CAEPM	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: V. Employee Development Programs

PROBLEM STATEMENT: Very little if any analysis is performed on employee development programs other than long-term training (LTT) and SEMDP.

OBJECTIVE: Conduct analysis on all developmental programs to determine if barriers exist to the full participation of the Command's employees in these programs.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Perform appropriate analysis of Command sponsored Career Development Programs and disseminate results to all site EEO offices.	CDEEOO/CAEPM	30 SEP 04
2. Ensure that an EEO panel member is appointed to all national LTT/SEMDP rating and selection panels. Ensure EEO panel members have appropriate training to effectively perform assigned function.	CDEEOO/CDO	30 SEP 04
3. SEP managers at all sites establish distribution lists to ensure broad dissemination of training opportunities.	DEEOOs/SEPMS	30 SEP 04
4. Post information from Annual Career Planning Seminar on the ACHE web site. Establish a link on all NAVAIR business unit/site EEO web sites to the ACHE web site.	NAVAIR ACHE Member/ CDEEOO/DEEOOs	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: VI. Promotions

PROBLEM STATEMENT: Further analysis is required to determine if there are existing barriers to full utilization of employees' skills and training. This is presently being conducted at some, but not all levels/sites in the command.

OBJECTIVE: To ensure that promotional opportunities are available to employees at all grade levels and in all occupational areas, regardless of minority status and sex.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Conduct annual in-depth studies of promotions – including accretions, merit promotion, career ladder to ensure appropriate representation of all protected groups.	Deputy EEO Officers, Business Units/ servicing EEO Offices	30 Sep 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: VII. Separations

PROBLEM STATEMENT: The FY-03 analysis of this program element indicates that we need to continue to explore alternatives for improving the completion rate of the Command's Exit Survey. In addition, reporting capabilities need to be expanded in order to allow for a more thorough and complete analysis of the Exit Survey data.

OBJECTIVE: To make effective use of available information from Exit Surveys.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Identify the process utilized for the Command's Exit Survey during the checkout process. Develop and implement a standard procedure that encourages employees to complete the Exit Survey.	CDEEOO/DEEOOs/ Site HROs	30 SEP 04
2. Place the Exit Survey on each business unit's/site's check-out sheet.	DEEOOs/Site HROs	30 SEP 04
3. Establish a working group to determine data required to perform a thorough analysis of separations in the Command.	CDEEOO/DEEOOs/ Exit Survey Program Manager	30 SEP 04

**NAVAL AIR SYSTEMS COMMAND
HISPANIC EMPLOYMENT PROGRAM PLAN**

FY 04 Plan Update

PROGRAM ELEMENT: VIII. Program Evaluation

PROBLEM STATEMENT: It is not clear that consultation with the EEO Officer, HRD Director and management officials for the purpose of providing input to the evaluation of the EEO Program occurs.

OBJECTIVE: Obtain a complete evaluation of the EEO Program from all the stakeholders.

<u>Action Items</u>	<u>Action Officer/Organization</u>	<u>Target Date</u>
1. Utilize overall results from NAVAIR's self-assessment survey to gain feedback on EEO performance.	CDEEEO/DEEEOs	30 SEP 04
2. Ensure EEO staff utilizes the point of sale surveys. Ensure analysis of results are included in the Program Evaluation section of annual reports.	CDEEEO/DEEEOs	30 SEP 04
3. Provide NAVAIR ACHE membership with advance copy of HEP annual accomplishment report for review.	CDEEEO	30 SEP 04